

The Deputy Director

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Washington, D.C. 20505

DD/A Registry

File *Personnel-2-2*

DD/A Registry

78-0267

19 JAN 1978

STATINTL

Room 910, Key Building

Dear [REDACTED] STATINTL

First, let me thank you for your thoughtful letter which shows concern for Agency personnel and their morale. Your point is a very valid one, for we have found that services of the type you describe have, in many instances, improved morale and generally aided in a more orderly transition from the Agency to a second career.

You are probably not aware that the Office of Personnel has a component, the Retirement Counseling and Employment Assistance Branch, which provides essentially the types of services that you have mentioned in your letter. These services are available to all persons leaving the Agency, and those involved in the current DDO reductions have been encouraged to utilize RCEAB's facilities.

I am enclosing a recently published RCEAB brochure for your information. RCEAB's clients are always assured of services which are often quite expensive with a private employment firm: resume assistance, testing (through the Psychological Services Staff of OMS), employment counseling, and assistance in the preparation of a job search plan. As a further step in publicizing the existence and functions of RCEAB, a forthcoming issue of "Notes from the Director" will devote some coverage to the external employment assistance function. The same issue will describe procedures to assist in the internal placement of employees elsewhere within the Agency.

Thank you again for your interest. If you have any further questions or are interested in visiting RCEAB (936 Ames Building), please call [REDACTED] who is Chief of the Branch, on extension 3295.

STATINTL

Sincerely,

Signed By Admiral Turner

John F. Blake
Acting Deputy Director

23 January 78

Enclosure

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